

COMPUTER APPLICATIONS

Knowledge of computer applications is a necessity in today's high-tech business world. Employees must be able to apply various computer applications in a business environment. This event provides recognition for FBLA members who can most efficiently demonstrate computer application skills.

CONTENT

Participants should be prepared to complete problems in the following areas:

Word Processing—Participants will be responsible for the production of letters, memorandums, tables, reports, or any other type of word processing problems.

Database—Participants will be responsible for creating a database and applying various functions such as searching, cloning, etc.

Spreadsheets—Participants will be responsible for completing the spreadsheet grid and applying various functions such as move, combine, format, etc. In addition, students will be responsible for creating and applying formulas.

Graphics—Participants will be responsible for completing various graphics including bar, line, pie, exploded pie, or stacked bar.

Presentation—Participants will be responsible for preparing text slides with graphics.

Participants will be responsible for formatting each problem and must recognize the necessity for accurate proofreading. Results will be based on accuracy of printed copy.

In addition, participants will be tested on their understanding and mastery of basic computer terminology and concepts, document formatting rules, grammar, punctuation, spelling, proofreading, and related computer application knowledge.

ELIGIBILITY

Each district is represented by one participant. The participants must qualify as an active FBLA member to be eligible for this event.

REGULATIONS

1. An entry form must be postmarked no later than March 17.
2. Participants may not have entered this event at a previous State Leadership Conference.
3. A participant who fails to report on time for the event may be DISQUALIFIED.
4. The problems must be prepared without the help from the adviser or any other person.
5. Participants must adhere to the dress code approved by the executive council.

Computer Applications Continued

PROCEDURES

1. Two hours will be allowed for the skills test. This time must run continuously and cannot be administered in multiple sessions. Additional time will be allowed for general directions, equipment setup, and warm-up. Problems are weighted according to difficulty and may be completed in any order. Word division manuals and dictionaries may be used as reference materials. Local chapter advisers are not to administer the skill test.
2. Participants will be responsible for formatting each problem. The Format Guide is allowed as a reference at the test site for formatting documents. Results will be based on accuracy of printed copy.
3. Participants must recognize the necessity for accurate proofreading.
4. A one hour written objective test will be administered at the State Leadership Conference based on previously written CONTENT and basic skill knowledge.
5. Participants must furnish their own No. 2 pencils and erasers.
6. Scratch paper is furnished.
7. Participants are identified by the districts they represent.
8. One or more local chapter advisers serve as supervisors to ensure that the written objective test procedures are followed and completed.

JUDGING

Objective tests will be machine graded. Ties will be broken based on the order in which the tests were returned. This test constitutes 15 percent of the final event score.

Judging of the skill test will be based on printed copy. The documents will be evaluated by a panel of judges. All decisions of the judges are final. The production portion of this event will constitute 85 percent of the final event score.

Graded papers are NOT returned to participants or advisers.

AWARDS

Plaques are presented to the winners of first through fifth places as long as finances are available. Certificates are given to individuals winning sixth through tenth places.

REPRESENTATION AT NATIONAL

The first and second place winners are entitled to represent the state chapter at the National Leadership Conference.